



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	3-20-15	Interviewer:	MC	RFA #15 – 12
Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.): [REDACTED]				
Status of Person(s) Interviewed (title, position, student status, etc.): Staff Employee				
Requested Assistance Pertaining To (name, position, policy, project, etc.) : Sexual Harassment				

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding:      Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
3-20-15	Leonard Jones (Director of Housing) and Dave Ruble (Manager of UR Facilities Operations) come to EO Office	Leonard and Dave spoke to MC about an email that was sent from [REDACTED] to [REDACTED], his supervisor. In the email, [REDACTED] claims that [REDACTED] had made inappropriate comments of a sexual nature towards him throughout their time working together.
3-20-15	[REDACTED] talks to MC at EO Office	MC reviews EO protocol with [REDACTED] and [REDACTED] indicates that he would like MC to handle his concerns informally if possible  [REDACTED] shares specific examples of [REDACTED] alleged inappropriate comments and believes she has made these comments to other male employees as well. In particular, [REDACTED] claims that [REDACTED] has talked to [REDACTED] about taking him home to her bed and that she walks behind [REDACTED] to look at his butt. [REDACTED] says that he believes [REDACTED] is a good person and is joking but that she doesn't realize the impact of her comments. He would like EO to have a discussion with [REDACTED] so that she stops making such comments.

3-24-15	MC sets up a meeting with [REDACTED]	
3-26-15	[REDACTED] meets with MC	MC reviews EO protocol with [REDACTED]. MC inquires about comments that [REDACTED] allegedly made to [REDACTED]. [REDACTED] shares that there were rumors that her and [REDACTED] were engaging in sexual activities at work. In response she said the following to [REDACTED] "If I wanted to screw you, I'd take you to my house. I have a big bed. I'd jump you and rip your clothes off." According to [REDACTED] she said these comments as a joke but also to make it clear she wouldn't engage in such behavior at the workplace. [REDACTED] said that she never told [REDACTED] that she walks behind him to look at his butt. She did admit that she has told a student worker that his gym work-outs were improving his physique but she sees the student worker as a son and was proud of him for going to the gym and working out. MC and [REDACTED] discussed why such comments were inappropriate and how they could be construed as sexual harassment especially if there was a pattern of such behavior. [REDACTED] agreed to refrain from using such language or talking about matters of a sexual nature going forward.
3-26-15	MC leaves a voicemail with Leonard and Dave for follow up	
3-26-15	MC contacts [REDACTED] to let him know that he talked to [REDACTED].	[REDACTED] expressed relief that EO talked with [REDACTED] and that [REDACTED] agreed not to joke or use such language with [REDACTED] or other workers moving forward. He indicated he would contact MC if further issues arose.
3-26-15	MC follows up with Terrence and Leonard about meeting with [REDACTED]	
4-1-15	SGS and MC meet with Leonard and Dave to debrief and discuss training options	The group discusses different types of sexual harassment trainings for [REDACTED] staff and that EO can be a resource to them.